



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



FILE COPY

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DR. KENNETH M. STONE, CPA  
Internal Audit Executive

January 20, 2012

Pamela Rice Walker, Acting Director  
Department of Health  
1520 Market Street, Room 4045  
St. Louis, MO 63103

RE: Health Care Trust Fund - Saint. Louis ConnectCare (Project #2012-04)

Dear Ms. Walker:

Enclosed is the Internal Audit Section's report on the contract review of the Saint Louis ConnectCare agreement for the period July 1, 2010 through June 30, 2011. Fieldwork was completed on December 8, 2011. A description of the scope of the work is included in the report.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure

cc: Melody Eskridge, President, Chief Executive Officer - Saint Louis ConnectCare  
Melba R. Moore, Commissioner of Health - Department of Health  
Joan McCray, Fiscal Manager- Department of Health



# CITY OF ST. LOUIS

**DEPARTMENT OF HEALTH**

**HEALTH CARE TRUST FUND - SAINT LOUIS CONNECTCARE**

**CONTRACT REVIEW**

**JULY 1, 2010 THROUGH JUNE 30, 2011**

**PROJECT #2012-04**

**DATE ISSUED: JANUARY 20, 2012**

**Prepared by:  
The Internal Audit Section**



## OFFICE OF THE COMPTROLLER

**THE HONORABLE DARLENE GREEN, COMPTROLLER**

**DEPARTMENT OF HEALTH  
HEALTH CARE TRUST FUND - SAINT LOUIS CONNECTCARE  
CONTRACT REVIEW  
JULY 1, 2010 THROUGH JUNE 30, 2011**

**EXECUTIVE SUMMARY**

**Purpose**

The Health Care Trust Fund was selected for review based on the annual risk assessment. The purpose was to determine whether Saint Louis Connect Care's (Agency) internal controls effectively and efficiently managed risks in achieving the following goals and objectives:

- Compliance with laws, regulations, policies and procedures applicable to the goals and objectives.
- Safeguarding of assets.
- Reliability and integrity of financial and operational information.
- Economic and efficient use of resources.

**Scope and Methodology**

The scope of the review included contractual obligations from the period July 1, 2010 to June 30, 2011. The review was confined to evaluating internal controls over the operational and fiscal activities relating to the objectives noted above. The following review procedures were included:

- Inquiries of management and staff.
- Observations of relevant processes.
- Reviews for compliance with policies and procedures, as well as applicable laws and regulations.
- Limited tests of controls.
- Follow-ups on prior audit observations.
- Other procedures, as considered necessary.

**Background**

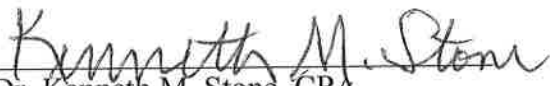
As mandated by City Ordinance 65609, the Health Care Trust Fund was generated from proceeds of the City's local use tax, of which the Agency receives \$5,000,000, annually. The Health Care Trust Fund provides financial assistance to the Agency to operate and provide health care services through its Urgent and Specialty Care Center.

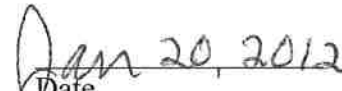
**Exit Conference**

The Health Care Trust Fund declined an exit conference.

## Conclusion

The Health Care Trust Fund adequately addressed internal controls and risks relating to the objectives noted above. Control procedures were noted during the review, which have been included in the audit report (See Summary of Current Observations for listing).

  
Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

  
Date

**DEPARTMENT OF HEALTH  
HEALTH CARE TRUST FUND - SAINT LOUIS CONNECTCARE  
CONTRACT REVIEW  
JULY 1, 2010 THROUGH JUNE 30, 2011**

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## **OBSERVATIONS**

### **Status of Prior Observations**

There are no prior reviews on the Health Care Trust Fund.

### **Summary of Current Observations**

Some control procedures over operational and fiscal activities have been noted. These include, but are not limited to, the following:

- Checks are safeguarded through the use of logs, locked security, and limited access.
- The recording, depositing, and reconciliation duties are properly segregated.
- The Agency is accredited by the Accreditation Association for Ambulatory Health Care.
- Oversight of the Agency's operational and fiscal activities by the Board of Directors exists.
- Credentialing of the Agency's health providers is adequately monitored.

There were no current observations.